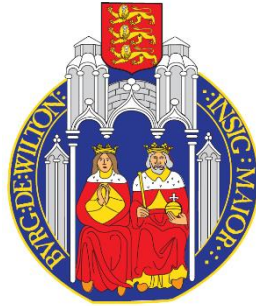


**WILTON TOWN COUNCIL**

***Ancient Capital of Wessex***



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# **WILTON TOWN COUNCIL**

## **Safeguarding Policy**

Originally adopted by Wilton Town Council on 3<sup>rd</sup> August 2021

Reviewed and Re-Adopted on 6<sup>th</sup> December 2022

Minute reference 220/22

Review date; September 2026

## **SECTION 1- Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults. This Policy promotes good practice in safeguarding for those using Wilton Town Council's facilities.

### ***Definitions***

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

### ***To whom this policy applies***

- This policy applies to anyone working for or on behalf of Wilton Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using Wilton Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## **SECTION 2 - Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, Wilton Town Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in / on Town facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of Town facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (eg, any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.

### ***Use of facilities by groups for use with children, young people or vulnerable adults (eg clubs / organisations regularly using the Recreation Ground).***

Wilton Town Council will require the leaders to:

- agree to work to Wilton Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of Wilton Town Council Policy and ensure that it is followed whilst using Town facilities
- Do risk assessments for individual activities.

## **SECTION 3 - Safe working practice**

All users of Town Facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times. For example, they should:

- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
  - Where possible, have male and female leaders working with a mixed group.
  - Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
  - Ensure they have access to a first aid kit and telephone.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### ***Expectations of behaviour***

All users of Town Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town Councillors, the Town clerk or parents and carers, as appropriate.

### **SECTION 4- Allegations against staff and volunteers**

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of Wilton Town Council.
- Wilton Town Council should follow the Wiltshire SVPP (Safeguarding Vulnerable People Partnership) procedures for managing allegations against staff/volunteers on the Wiltshire Safeguarding Board website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).

### ***Whistleblowing***

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

### **Useful contacts**

Wiltshire Safeguarding Vulnerable People Partnership - <http://www.wiltshirescb.org.uk/>

Wiltshire Multi Agency Safeguarding Hub (MASH) -0300 456 0108 (Mon -Thur 8:45-5pm / Friday 8:45-4pm)

MASH Emergency Duty Service- 0300 456 0100

Domestic Abuse helplines – SPLITZ – 01225 775276 (weekdays) / 01793610610 (out of hours)

# What to do if you are worried a person is being abused or neglected

for Staff, Councillors and Volunteers

Be alert to signs of abuse and question unusual behaviour

**If you have concerns about a person's welfare...**

## Where a person also discloses abuse or neglect:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser



If there is an immediate danger please call 999.

If you need medical advice and support fast, but it's not life threatening, call your GP or NHS 111.

NSPCC Helpline – 0808 800 5000



## Children

Wiltshire Council Multi Agency Safeguarding Hub (MASH) – 0300 456 0108 or 0300 456 0100 if out of hours.

For less urgent enquiries email

[mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

## Adults

Wiltshire Council Safeguarding Adults Board (WSAB) – 0300 456 0111 or 0300 456 0100 if out of hours.

For less urgent enquiries email

[lsab@wiltshire.gov.uk](mailto:lsab@wiltshire.gov.uk)



- **Multi-Agency Safeguarding Hub (MASH): 0300 456 0108**
- **Out of Hours Emergency Duty Service: 0300 456 0100**  
(5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)
- If the person is in **immediate risk**, dial **999** and ask for police assistance

## MASH will:

1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment/CAF recommended; referral to other agency for service provision).